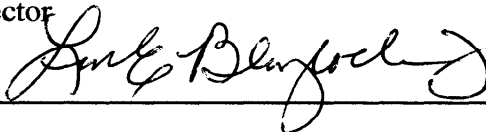


For: All STO Employees

Inventory Report of CCC-184's

Approved by: State Executive Director



1 Overview

A Background

Paragraph 133 of Handbook 1-FI requires each County Office to make a quarterly report (due the 5th workday following the end of the quarter).

2 Information

Refer to 1-FI, paragraph 133 D for an example of a completed FSA-289. Refer to 1-FI, paragraph 133 E for instructions on completing the FSA-289.

3 Action

County Offices shall:

- Complete an FSA-289 Form (inventory Report of Accountable Documents) and furnish a copy of the State Office by **October 12, 2004**.
NEGATIVE REPORTS are required.
- Use the above references in completing the requested report.

4 Contact

Contact Rhonda O'Guinn at 501-301-3018 or rhonda.oguinn@ar.usda.gov if you have any questions.

| Disposal Date | Distribution |
|-----------------------------|--------------|
| January 1, 2005 10-06-04 | FSA Offices |